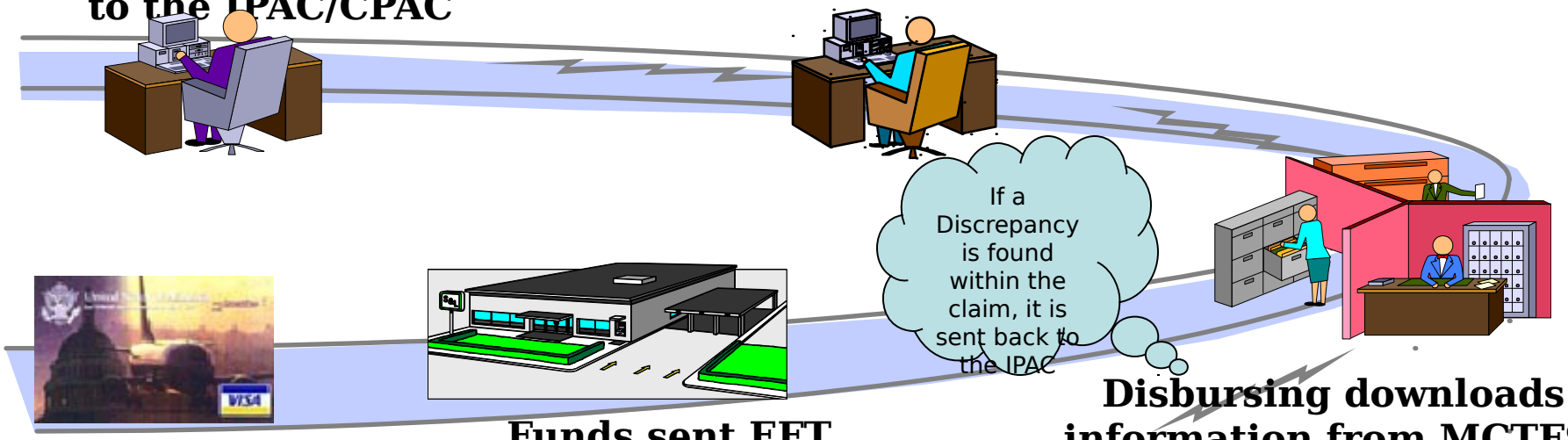
The Travel Process

Traveler or clerk prepares the 1351-2 DTD July 2004. Submits it along with orders and receipts to the IPAC/CPAC

Supervisor or appointed person reviews the claim and signs in the supervisor block. The claim is sent to disbursing via the Travel SMB for processing



Traveler pays the remaining balance of bill

Funds sent EFT to bank/credit union or "split" pays to the government travel charge card

Disbursing downloads information from MCTFS, computes the claim *(5 working days from receipt of claim for TAD, and 10 working days for PCS)* for payment from the Federal Reserve Bank via DFAS Kansas City